

Sponsorship of Conferences

27 July 2001

(Updated 4 March 2003)



JMC - On the Line



Regulations and Guidance

- ✓ **OSC Regulation 1-5, Sponsorship of Conferences, 21 November 2000.**
- ✓ **AMC Regulation 1-12, Sponsorship of Conferences, 5 June 2001.**
- ✓ **Joint Federal Travel Regulation, Volume II, DOD Civilian Personnel, 1 October 2002.**



Regulation Objective

To establish procedures and controls to ensure efficiency, effectiveness, and propriety in planning and conducting conferences.



Applicability

- ✓ **15 or more AMC participants with TDY expenses.**
- ✓ **15 or more AMC participants meeting off-site.**
- ✓ **Estimated costs to AMC exceed \$7,500.**

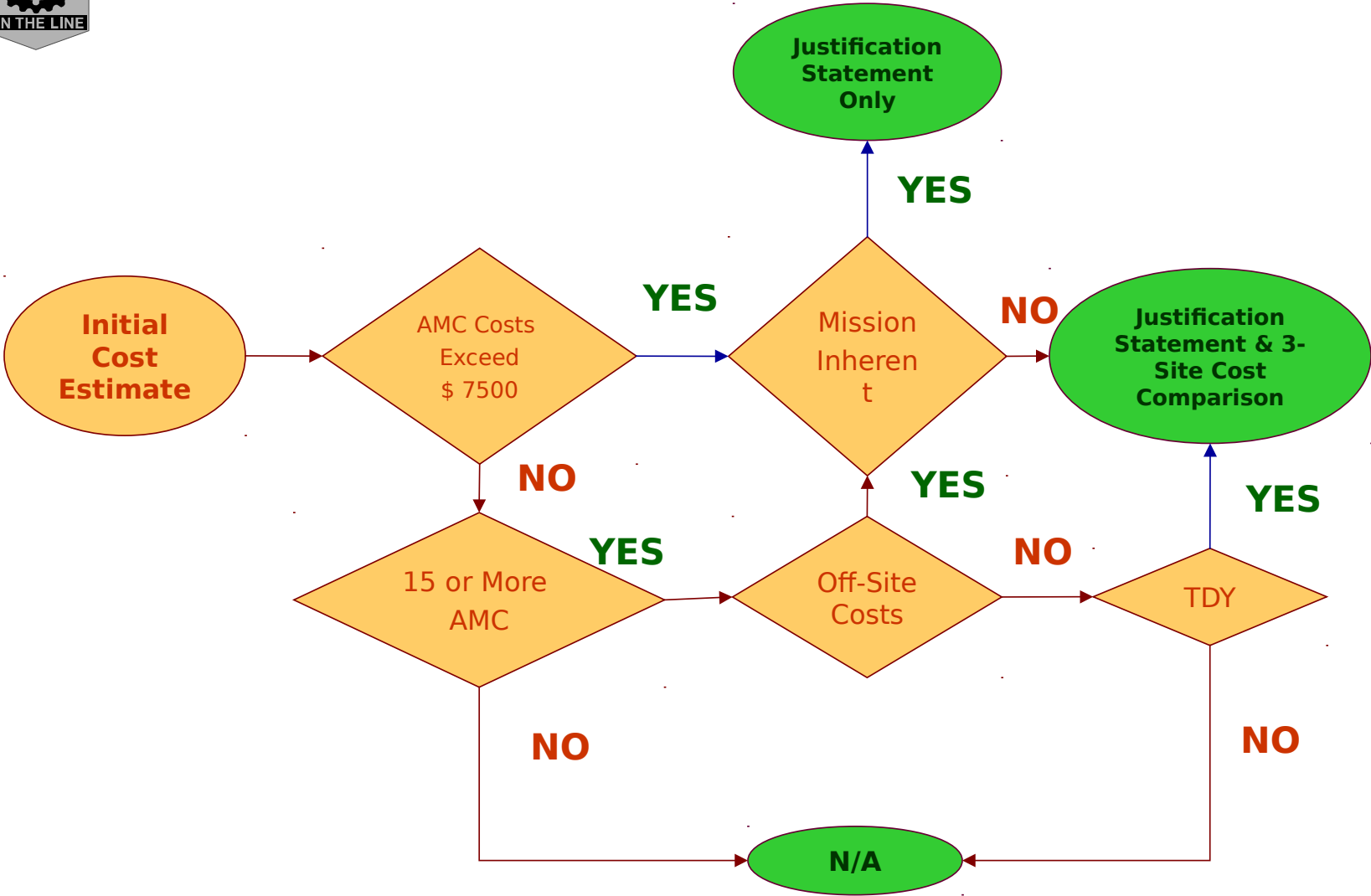


Exemptions

- ✓ **Sponsored by organizations, which, by the very nature of their missions, require meetings away from their duty stations.**
- ✓ **Requires AMC Conference Planning forms, but no 3-site cost comparisons.**



Conference Decision Tree





Approval Requirements

- ✓ **Estimated costs to AMC exceed \$7500:**

Requires approval by the designated Approving Authority.

- ✓ **Less than \$7500:**

Requires approval of conference sponsor management official.



Approving Authorities

- ✓ **HQ JMC: Chief of Staff.**
- ✓ **JMC GOGO Installations:
Installation
Commanders**
- ✓ **Active GOCOs: Deputy for Logistics**



Approving Authorities (Continued)

- ✓ **Semi-Active GOCOs: Deputy for Logistics**
- ✓ **DAC: Director, DAC**
- ✓ **HQ AFSC and other AFSC subordinate elements: Commander, AFSC**



JMC Conference Manager Responsibilities

- ✓ **Establish and maintain conference control policy and guidance.**
- ✓ **Review conference requests prior to signature by the AFSC Commander, Chief of Staff, and Deputy for Logistics.**
- ✓ **Maintain database for all JMC conferences.**
- ✓ **Provide guidance and assistance to JMC organizations.**



Other JMC Organization Responsibilities

- ✓ **Resource Management - Funding availability.**
- ✓ **Office of Council - Legal considerations.**
- ✓ **Public Affairs Office - Public image.**
- ✓ **Installation Security -**
 - **Security considerations.**
 - **Threat and intelligence considerations.**
 - **Recommend security measures.**
 - **Support for classified conferences.**



Other JMC Organization Responsibilities (Continued)

- ✓ **Force Protection - Assist installation security staff as requested.**
- ✓ **Command Analysis & Program Evaluation Branch - Validate cost comparisons as requested by the JMC Conference Manager.**



Other Requirements

- ✓ **Must consider and compare at least three sites (if site is not mission inherent).**
- ✓ **Base selection mainly on conference costs, unless other significant reason.**
- ✓ **Use Government facilities when feasible.**



Lodging and Per Diem

- ✓ **Sponsor may approve conference lodging allowance of up to 125% of per diem rate.**
- ✓ **If conference lodging allowance is inadequate - Only the conference approval authority may authorize actual expense allowance.**
- ✓ **Sponsor must notify attendees of actual expense allowance.**



Documentation Required

- ✓ **AMC form 2765-R-E: Conference Justification Statement.**
- ✓ **AMC form 2766-R-E: Conference Sponsor Checklist.**
- ✓ **Three Site Cost Comparison.**



Conference Controls Web Page

✓ <http://www.osc.army.mil/rm/rmc/p/ConfCntls/index.htm>

✓ **Links:**

- **OSC-R 1-5, Sponsorship of Conferences**
- **AMC-R 1-12, Sponsorship of Conferences**
- **Automated AMC Form 2765-R-E, Conference Justification Statement, and AMC Form 2766-R-E, Conference Sponsor Checklist.**
- **Optional Conference Cost Comparison Spreadsheet**



Conclusion

- ✓ **Mandated by AMC and Joint Travel Regulations.**
- ✓ **Ensures propriety and cost effectiveness.**
- ✓ **Provides organization and structure to the conference planning process.**
- ✓ **Simplified processes, where possible.**